

Haz Mat Team Leader Checklist

Incident Name: _____

Date: _____

Location: _____

Team Leader: _____

Team Leader: Manage and coordinate all Haz Mat Team Member activities to include Safety, Entry, Decon, and Research within the area of disaster or emergency event. Assist IC with the development of the incident action plan.

1) Obtain situation briefing from the Incident Commander.	
2) Don position identification vest.	
3) Assess situation.	
4) Identify existing and potential hazardous situations associated with incident.	
5) Initiate an Incident Log and Communications Journal.	
6) Assist IC with the development of the Incident Action Plan.	
7) Brief HazMat Team Members	
8) Appoint Safety Officer and initiate Site Safety Plan.	
9) Appoint and direct activity of Entry and Decon Officers.	
10) Conduct or appoint team member to conduct in-depth research.	
11) Assures adequate manning in each section.	
12) Coordinates activities of sections.	
13) Keep all personnel informed of existing and impending hazards.	
14) Provides update to IC.	
15) Maintain records and reports for documentation.	
16) When ordered, secure operations and replenish supplies.	
17) Collect all reports and documentation and forward to Program Leader	

FOR COMMENT

Medical Team Member	Assignment
	Safety Officer
	Research
	Entry Officer
	Decon Officer
	Medical Officer

Haz Mat Team Leader Worksheet

Incident Name: _____

Date: _____

Location: _____

Team Leader: _____

Nature of Incident: _____

Material		
Chemical Name:	UN#	
Shipping Name:	STCC#	
Amount Released:	Haz Class:	
Release Potential:		
Physical State:		
Chemical Properties:	Flashpoint:	Ignition Temp:
Boiling Point:	Vapor Density:	Vapor Pressure:
LEL/UEL:	Specific Gravity:	Water Soluble:

Special Equipment Needs	Facility Personnel / Driver				Checklist	
	Name		Telephone			

Agency Contacted	Time	Agency Contacted	Time	Agency Contacted	Time
Chemtrec		National Response Cntr		Health Dept.	
DOE		DEM		Public Works	
EPA		Police		PUD	
Coast Guard		State Patrol		Gas Company	

Plan of Action:

Control Zones—Hot	
Warm	
Cold	
Assignments—Safety	
Entry	
Decon	
Research	
Identification	
Hazard & Risk Analysis	
Evaluate PPE	
Action Plan—Rescue	
Evacuation	
Exposures	
Mitigation	
Resources	
Supplies	
Special Equipment	
Briefing	
Control & Contain	
Decontamination	
Termination	